

ARTICLE 5 – SALARY AND ALLOWANCES

5.1 Total compensation for the 2024-25 school year shall be 1% as follows:

- A 1% increase to the 2024-25 Salary Schedule effective July 1, 2024.

5.2 Step Advancement. After satisfactory completion of a 6-month probationary period of employment, an employee advances to the next step on the salary schedule. All advancements, thereafter, will be on a yearly basis from the date permanent status begins.

5.3 Classified employees are eligible for the monthly longevity stipend at the beginning of the tenth year based on permanent hire date and continuous employment with the District. Eligibility for additional longevity increments will be effective at the beginning of the 15th, 20th, 25th, and 30th years, following the same criteria stated above, effective July 1, 2006.

2024-25 SCHOOL YEAR	EFFECTIVE 7/1/24
10th	\$199
15th	\$316
20th	\$434
25th	\$556
30th	\$673

5.4 Mileage reimbursement per Board Policy 3540, effective approval of the Agreement.

5.5 Professional Growth

5.5.1 Professional Growth Committee

The Professional Growth Committee shall meet on an “as needed” basis to review applications for professional growth credit. The committee also shall review and recommend any changes in Policy or Rules.

The Professional Growth Committee shall be convened by the District Superintendent/designee. The Professional Growth Committee is to be composed of one employee from the employee organization and the Assistant Superintendent, Personnel Services or designee.

5.5.2 Credit for Courses

In order to receive credit for professional growth increments, an employee shall be a regular (permanent or probationary) employee of the Tustin Unified School District.

Courses must be of value to the employee in his/her field of employment and/or for the improvement of services rendered to the Tustin Unified School District in the foreseeable future.

Courses are to consist of work in an approved and/or accredited university, college, community college, adult education program, District-sponsored in-service workshop, or other workshop or lecture series sponsored by a university, college, community college, or professional organization. All course work must be scheduled outside regular working hours.

Credit for attendance at those workshops or classes where an employee's expenses for registration, tuition, or course materials are paid by the District will not be applicable for points.

5.5.3 Compensation

All employees will receive \$13 per month per increment, upon the accumulation of three (3) points. The increment will be pro-rated for part-time employees for all points earned in excess of fifteen (15). A maximum of forty-eight (48) points (\$208 effective July 1, 2014) may be accumulated. Earning more than six (6) points per semester must have prior approval from the employee's supervisor.

Points will be earned on the following basis:

- 5.5.3.1 One point per unit for work completed in an accredited university, college, or community college. (Units shall be considered to be semester units; quarter units will convert on a two-third (2/3) basis.)
- 5.5.3.2 Two (2) points per semester for courses completed in an approved adult education program.
- 5.5.3.3 One point (1) for each fifteen (15) hours of work completed in District-sponsored in-service workshops or other approved workshops or lecture series sponsored by a university, college, community college, or professional organization held outside regular working hours.

All courses must be completed with a grade of "C" or better or with a certificate of satisfactory completion if a grade is not assigned.

It is the responsibility of the employee to request approval in advance of the course, workshop, or lecture series in order for points to be earned. (Applications for Professional Growth are available from the Personnel Services Office.)

It is the responsibility of the employee to notify Personnel Services that the required number of points has been accumulated and to submit an official transcript or verification of completion when a transcript is not available.

Board Approval: 02/10/25
CSMA Ratification: 01/29/25